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Class Specifications  
for the Class:

ADMINISTRATIVE SERVICES ASSISTANT  
(ADMINISTRATIVE SERVICES ASST)

Duties Summary:

Provides administrative support services to the administrator of a statewide program; participates in and coordinates program planning and evaluation; conducts special studies of operational and administrative problems; and performs other duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for providing assistance to the administrator of a statewide, division-level, program which is characterized by funding from several different sources and subordinate branches of professional and technical staff with interrelated functional responsibilities requiring coordination. Supervision may be exercised over a limited clerical staff.

A position in this class relieves the administrator of administrative details by overseeing budget preparation and expenditure control, fiscal recordkeeping and reporting and personnel services. The work also includes coordinating all program planning and evaluation, and drafting proposed legislation, policies, procedures, rules or regulations.

A major activity is the conduct of special studies or investigations of operational and administrative problems or needs and the development of alternative solutions and courses of action. Such studies include feasibility and program evaluation studies which require developing background information, researching the area, analyzing the information, preparing alternative solutions and presenting recommendations orally and in writing. Such studies may be concerned with recurring situations such as applications for grants, adjusting/expanding fee schedules, etc., which require providing thorough information about budget, personnel and/or program and which may require conformance with federal laws, rules, regulations, etc. Studies also include unique and discrete problems for which an approach to the study and appropriate solutions must be developed on the

basis of principles of administration, management, organization, etc.

The work is performed under general supervision with the incumbent preparing recommendations for consideration by the administrator. Department level specialists are available to provide advice and assistance in program-planning-budgeting and personnel matters.

Examples of Duties:

Coordinates the preparation of budget and program plans and prepares appropriate justification; maintains records of appropriations, expenditures, income and cost allocations; develops, implements and maintains internal fiscal policies and procedures; oversees the preparation of billing and maintenance of payment schedule; coordinates personnel services and develops contracts for services; serves as EEO officer; conducts special studies including defining the problem, conducting background research and other fact finding, analyzing the information, preparing alternatives and making recommendations; coordinates and oversees the completion of reports and grant application requests; conducts cost analysis and allocation studies; drafts proposed legislation, policies, procedures, rules, and regulations; serves as liaison between administrator and staff; serves as liaison with other agencies and public and represents the administrator at meetings, conferences or negotiations; may provide staff services to an advisory or policy making board; may supervise clerical staff.

Knowledge and Abilities Required:

Knowledge of: State's administrative rules, regulations, policies and procedures; report writing; State government organization and functions; budget preparation and fiscal operations; personnel administration; principles and practices of management and organization.

Ability to: Exercise a high degree of judgment in applying and interpreting rules, regulations, policies and procedures; collect and analyze data and make sound decisions on the basis of the data collected; write clear and concise reports and correspondence; establish and maintain effective working relationships; demonstrate initiative; demonstrate good communicative skills; perform financial analysis work; analyze and evaluate programs.

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This is the first specification for the new class  
ADMINISTRATIVE SERVICES ASSISTANT.

DATE APPROVED: 6/22/79

/s/ Wayne Yamasaki  
DONALD BOTELHO  
Director of Personnel Services